

**NEWSBREAK: DUE TO RELEASE 11, DIRECT  
ACCESS WILL BE DOWN SEP 22—27**

## Personnel Service Center (PSC) Topeka, KS Advancements Newsletter

Issue #6, September 2004

Welcome to the LATEST edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Review (EER) systems.

**ADV on the WEB:** <http://cgweb.uscg.mil/g-w/psc/adv.htm>

### Topics

- Reservists Over 28 For Pay and the SWE
- OCT 04 SWE Cycle Updates
- NOV 04 RSWE Cycle Updates
- Defining Approving Official
- Discipline Marks
- Marks comments (formerly known as Page 7's)
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### **Reservists Over 28 For Pay And The SWE**

The Reserve Policy Manual, COMDTINST M1001.28A, Art. 7.C.5 states: "Individuals scheduled for separation, due to reach their 30 year **pay base date** anniversary, or reaching maximum age for mandatory retirement during the two year period following terminal eligibility date are ineligible to compete for further advancement." The bottom line is that if you reach 30 years of service within two 2 years following the terminal eligibility date (1 Jan following the SWE), you will not be allowed to compete. Your time is computed from your Pay Base Date to the Terminal Eligibility date. If that equals over 28 years, you will not be able to meet your two year

obligation following advancement prior to mandatory retirement, and your PDE will say "not eligible". Your pay base date is shown on your LES in Block #3. PERSMAN, COMDTINST M1000.6A, Art. 12.C.10.b. states: "Compulsory Retirement- Any enlisted member who reaches the age of 62 shall retire from active service (14 U.S.C. 353)." So, if you are over age 60 by the terminal eligibility date, your PDE will also state "not eligible". There is currently a waiver in place IAW ALCOAST 090/04 which gives an automatic waiver of the 30 year max service up to 30 Sep 2005. It does not however allow for further advancement

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### **OCT 04 RSWE Is COMING!!**

**Ref: ALCGPERSCOM 034/04**

- RSWE date: Saturday AM, 16 Oct 04
- SWE waived for: BM1, BM2, EM1, EM2, ET2, FS2, GM1, GM2, MK2, MST1, MST2, and OS2
- EOCTs are waived for: ET1, FS1, HS2, HS1, IT1, OS1, SK2, SK1, PS1, PS2, IV1, IV2, MRNSPO, MRNCPO
- PDEs were mailed out and in Direct-Access 30 Jul 04
- PDE correction deadline: 30 Aug 04
- Member responsibility to meet eligibility requirements and deadlines
- Active Duty members (if otherwise eligible) who RELAD by 30 Jun 04 and affiliate with the Ready Standby Reserve (Active Status) may participate
- PSC-ADV office will be staffed from 0800-1500 cdt 16 Oct 04 at 785 339 3400.

### **NOV 04 SWE Is COMING!**

**Ref: ALCGENL 140/04**

- DATE/TIME: E5 04NOV04 AM  
E6 04NOV04 PM
- **ON-LINE PDE'S WERE POSTED IN DIRECT-ACCESS ON 16 AUG 04**
- Paper Nov 04 PDEs were mailed out on 12 Aug 04
- Deadline date for PDE corrections **24 Sep 04**
- **"Members responsibility"** to identify discrepancies on their PDE and work with their unit and/or SPO to ensure appropriate corrections are made
- NOV 04 SWE WAIVED FOR: BM1, BM2, DC2, EM1, EM2, ET2, FS2, GM1, GM2, IT2, MK2 MST1, MST2, OS2, PA1 AND PA2
- EOCTS WAIVED: AET2, AET1, AMT2, AMT1, ET1, FS1, HS2, HS1, IT1, OS1, SK2, SK1, MRNSPO, MRNCPO
- Commands are responsible or verifying EPQS completed for member's eligible for SWE competition. If not completed notify PSC (ADV) not to mail SWE.
- PSC-ADV office will be staffed until 1800 cst 04 Nov 04 at 785 339 3400.

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after 28 years of service.

Advancement in the reserves stops at 28 years of service from your Pay Base Date or age 60. Waivers of these policies are generally not approved however; every member has to right to send a message to PSC-ADV requesting a waiver of any SWE eligibility requirement. Each request is reviewed and answered.

### **WHO IS THE APPROVING OFFICIAL FOR AN ENLISTED EMPLOYEE REVIEW?**

Generally it's the unit Commanding Officer, Officer-in-Charge etc.. However there are units in the Coast Guard where the Commanding Officer does not serve as the Approving Official. These units are listed in the PERSMAN COMDTINST M1000.6A Figure 10.B.3.1 which shows the complete rating chain. Approving Officials can authorize any member within their chain-of-command to complete the "final and "submit" blocks on an EER for them or complete the data-entry of the EER for them when a command wishes to route the paper marks through the chain due to connectivity restraints. However the Approving Officials must still approve the EER and his/her EMPLID must go in the Reviewer's ID box next to the evaluation type. This verifies that the Approving Official has seen, reviewed and approved the EER. Designating an individual to serve as a "Proxy" for the Approving Official is not authorized.

Per PERSMAN 10.B.3.b, Acting Commanding Officer's are not authorized to approve evaluations. If a Commanding Officer is relieved and another officer assumes command until a new Commanding Officer arrives, the temporary CO may approve EERs since they have assumed responsibility for all duties.

### **Discipline Marks**



An audit was conducted this last month within the EER system to determine the accuracy of "Discipline" marks in the system versus the

Disciplinary event entered in Direct Access. The study was conducted on all Disciplinary events (NJP & Court Martial) entered in Direct Access within the last two months. Out of 253 candidates, we examined 115 for accuracy of evaluations. Of the 115 examined, 63 were determined to be incorrect in some manner. The greatest factor amongst the 63 personnel was the amount of missing evaluations, 27 evaluations simply were not done in conjunction with the Disciplinary Action.

10.B.5.b of the Personnel Manual states, (3) "The following events require a special "discipline" employee review, regardless of the time since the last employee review. (a) On the date a member is awarded non-judicial punishment (NJP) or convicted by a court-martial." As well, a special employee review is also done for a member who has an alcohol incident IAW 10.B.5.b (8). The type of special evaluation needed in conjunction with the disciplinary event in Direct Access or documentation of an alcohol incident is a "discipline" EER. It is imperative that this EER be entered in the system with the correct date, since the member's Good Conduct award eligibility is impacted with the entry of UNSAT Conduct IAW 10.B.8.b.

Having reviewed the 63 personnel in question, it's appears that the disciplinary event itself might have been entered with the incorrect date. Commands are encouraged to verify correct entry of the disciplinary action including the effective date of the transaction. The Direct Access instructions for the disciplinary event indicate that the effective date of this event should be the same date the Courts-martial/NJP was held. An incorrect date of this event has possible multiple ramifications,

including loss of advancement opportunities, over/under payment and EER corrections. For information regarding entry of disciplinary actions please contact your local servicing SPO/PERSRU for guidance.

### **Marks Comments Formerly Known as Page 7's**

ALCOAST 354/02 and Flag Voice 181 concern the implementation of the Direct Access Enlisted Employee Review (EER). Each explicitly states that Administrative Remarks sheets (CG-3307's) are no longer required for enlisted evaluations.

Marks of 1, 2, 7, Unsatisfactory Conduct, and Not Recommended will require comments, to be entered within a provided field in Direct Access. These fields are colored yellow and located under the Reviewers tab of the EER, next to each competency (ie. Working with Others, Customs and Courtesies). Additionally, members E6 and above are required to have comments provided next to the Recommendation for Advancement competency, addressing their leadership abilities. Direct Access will not allow an EER to be made active without these comments.

For marks of 3, 4, 5, 6, and Satisfactory Conduct, comments are unnecessary, and will be erased from the EER entirely once it has been made active in the system. If a unit feels it is necessary to maintain a record of the comments surrounding these marks, a hard copy will have to be created for filing at the unit prior to submission.

The page 7's previously used for an Unsatisfactory Conduct mark (Performance and Discipline 16 & 17) have now been combined. The EER will be created the date member receives the Unsatisfactory Conduct

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mark, with the new eligibility period for Good Conduct beginning the day after. Again, the yellow icon next to the Conduct competency will open a field used to input comments surrounding the Unsatisfactory Conduct mark. Since the new period of Good Conduct eligibility begins the day after the date of the EER, it's imperative that the EER is created the date the member is awarded the Unsat.

When a member is involved in NJP, court martial, civil conviction, alcohol incident, financial irresponsibility, non-support of dependents, or non-conformance to military and civilian rules, regulations and standards, AO's and unit CO's may need background information to complete a packet or document a member's history. They may request to see the comments from SNM's previous EER's as part of the documentation process. Comments from previous EER's will not be provided to units for routine actions such as wanting to know the type of member is reporting to a unit.

Requests must come to PSC adv from the CO in either an E-mail or Memo format and explain the nature of the request.

### **CLARIFICATION OF "PEERS"**

We received one note questioning the use of the term "peers" in our article "Recommended/Not Recommended" in the last issue. The term was used in a philosophical tone and was not meant as a contradiction to the instructions contained in the PERSMAN. The member is to be evaluated against the written standards with their individual performance and behavior forming the basis for their evaluation. Once that evaluation is made, we can view the individual member in the context of what is expected of the pay grade and experience level to see if the individual is performing to the standard of the group. When the scores from an individual's EER are included in the SWE rank ordering process, they are being ranked against their peers in a very literal sense. The intent of the article was to discuss how the EER and advancement recommendation are part of the larger advancement process and

they should not be looked at in isolation. We regret any misunderstanding caused by the use of the term "peers".

### **Advancement Training via VTC**

We are setup and ready to provide EER and advancement Video Teleconferencing(VTC) training to any units that might desire it. If your unit wants this training and has access to VTC all they need to do is send an e-mail to PSC-ADV stating the date/time and type of training desired. The email should include an alternate date/time in case of scheduling conflicts.



#### **Returned Evaluations**

Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple or grievous errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures.

#### **Evaluation Reminder**

##### **Period Ending EER's for August**

31 August 04 – E-1/E-2 Active Duty only

##### **Period Ending EER's for September**

30 September 04 - E-4 Active Duty only  
E-7 All Members

##### **Period Ending EER's for October**

31 October 04 - E5 Active Duty only

### **Message Traffic**

Official messages are required to be sent to COGARD PSC  
TOPEKA KS//ADV// for:

- SWE waiver request
- SWE OPFAC changes

A common mistake is failing to list good points of contact on the message.

Email may be used if operational commitments prevent message traffic usage.

### **Corrections to last Newsletter**



In our last newsletter the title "PBQ Update" should've been labeled "Proposed E-PME Process."





**Q:** Can my CO submit a message to PSC to change an advancement recommendation on an EER?

**A:** NO, a message has to be sent to remove a member from any advancement lists the member is currently on, but to change the marks or CO recommendation PSC-adv requires a memo IAW 10.B.11.b 1.b of the PERSMAN. PSC-adv will accept an email in Memo format as long as it comes from the approving official IAW Correspondence manual.

**Q:** Can a member appeal the CO's Recommendation on a set of marks?

**A:** No. The CO's recommendation is the only part of the EER that cannot be appealed. Article 5.C.25.d of the PERSMAN authorizes an alternate course of action to change a CO's recommendation. It states, "The only review of the commanding officer's decision under 5.C.25.c or d would be a complaint under Article 138, UCMJ."

Article 138 states, "Any member of the armed forces who believes himself wronged by his commanding officer, and who, upon due application to that commanding officer, is refused redress, may complain to any superior commissioned officer, who shall forward the complaint to the office exercising court-martial jurisdiction over the officer against whom it is made. The officer exercising general court-martial jurisdiction shall examine into the complaint and take proper measures for redressing the wrong complained of; and he shall, as soon as possible, send to the Secretary concerned a true statement of that complaint, with the proceedings thereon."

**Q:** My unit is going to request to have me placed on a Striker List, how do I get my designator?

**A:** IAW 5.E.1.a of the PERSMAN, as long as you're in the normal path of advancement (SN to BM, DC, FS, PS, YN or SK; or FN to MK, EM or DC), you may submit your command approved paperwork including message placing you on the Striker list to your local servicing PERSRU/SPO for entry. If you're in a rating outside your normal path of advancement IAW 5.E.1.a (1.c) "Upon receipt of notification from the unit (Article 5.E.1.a.3.), PSC-adv will convert the member's rate and assign an appropriate designator. (Example: When a SN completes the MK striker program he or she will be converted to FNMK until advanced to MK3)."

**F**or more Questions and Answers plus past issues of our Newsletter check us out on the WEB:  
<http://cgweb.uscg.mil/g-w/psc/>

### Contact Information

Email: PSC-ADV  
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During SWE cycles we are planning on publishing the newsletter monthly.

**G**ot a Question regarding advancements, Evaluations, or Service-wide? **WE WANT TO HEAR FROM YOU!** Drop us a line at: [PSC-ADV@hrsic.uscg.mil](mailto:PSC-ADV@hrsic.uscg.mil)  
 And we may answer your question in the next newsletter!